

Western ROP 3: Case File Procedures	Page 1 of 1
Division of Forensic Science	Amendment Designator: 0
Western Laboratory Regional Operating Procedures	Effective Date: April 9, 2003
<p style="text-align: center;">3 Case File Procedures</p> <p>3.1 General</p> <p>3.1.1 Case file procedures are discussed in Section 13 of the Quality Manual and AOP 1.</p> <p>3.1.2 This ROP documents the Western Laboratory procedures and access for local case files in accordance with Section 13.9.4 and for State Records Center (SRC) files in accordance with AOP 1.</p> <p>3.2 Access Authorizations</p> <p>3.2.1 The Forensic Office Manager has primary responsibility for case files with Forensic Administrative Specialists supporting the routine requirements of the Western Laboratory Staff.</p> <p>3.2.2 All DFS Western Laboratory employees are granted access to the case files for retrieval and review.</p> <p>3.3 Procedures for Western Laboratory Case Files</p> <p>3.3.1 Western Laboratory case files are maintained for approximately 5 years in the Administrative Office or in archive boxes in storage rooms.</p> <p>3.3.2 All DFS Western employees may retrieve files from file locations. Only administrative office personnel are to file/re-file records or files, unless specifically authorized by the Forensic Office Manager.</p> <p>3.3.3 Any employee retrieving a file, or portion of a file, to be removed from the administrative office or storage room shall document the action by completion of the Sign-Out card and placement of that card in the appropriate file location.</p> <p>3.3.4 No case file shall be removed from the DFS building without notification to the Forensic Office Manager or designated Forensic Administrative Specialist for logging.</p> <p>3.3.5 Where practical, case file records should be copied for court appearances. Where not practical due to size, only the examiner's documentation and applicable administrative records shall be taken after notification per paragraph 3.4 and copying of the CoA and RFLE as temporary documents in the case file until the original records are returned.</p> <p>3.3.6 Only the Forensic Office Manager or designated Forensic Administrative Specialist shall transfer Western Laboratory case files to other laboratories after making appropriate log entries and shall receive returned files to be logged and re-filed.</p> <p>3.4 State Records Center Case Files</p> <p>3.4.1 The Forensic Office Manager has responsibility for all Western Laboratory actions on case files once they are removed from local storage for transfer to the SRC.</p> <p>3.4.2 The Forensic Office Manager or Forensic Administrative Specialist shall maintain logs of all CRS case files and coordinate all Western Laboratory requirements with the Forensic Laboratory Business Manager in accordance with AOP 1.</p> <p style="text-align: right;">◆ End</p>	